



CITY OF SAN ANTONIO

DEVELOPMENT SERVICES DEPARTMENT

TO: Heating, Ventilating and Air Conditioning Contractors (HVAC)

SUBJECT: INFORMATION BULLETIN 209
Shutoff Damper Controls

DATE: October 8, 2012

As a customer service initiative, the Development Services Department, (DSD) has developed this Information Bulletin (IB) in order to clarify the requirements for the installation of shut off damper controls. Both outdoor air supply and exhaust ducts shall be equipped with motorized dampers that will automatically shut when the system or spaces served are not in use.

Newly constructed commercial buildings or existing buildings that were not equipped with air conditioning and heating systems and where a new HVAC system is being installed, shall follow the code accordingly as indicated on section 503.2.4.4 of the 2009 *International Energy Conservation Code*. (Shutoff damper controls). Both outdoor air supply and exhaust ducts shall be equipped with motorized dampers that will automatically shut when the system or spaces served are not in use.

To clarify, this section does not apply to partial system upgrades or replacements of existing HVAC equipment (change outs) on existing buildings lawfully compliant at the time of adoption of the 2012 *International Existing Building Code*. However, if the owner/developer chooses to replace the entire HVAC system, equipment, and ductwork, the submittal of plans will be required and shall comply with 2009 *International Energy Conservation Code*.

Exceptions:

1. Gravity dampers shall be permitted in buildings less than three stories in height.
2. **Gravity dampers shall be permitted for buildings of any height located in climate zones 1, 2, and 3.**
3. Gravity dampers shall be permitted for outside air intake or exhaust airflows of 300 cfm or less.

Note: Bexar County, Texas is located in climate zone 2. Gravity Dampers are allowed inside city limits.

For additional information you can visit our website at www.sanantonio.gov/dsd or have any questions, please contact DSD's Mechanical Inspections Supervisor at 210-207-8242.